



## **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

***“Honoring California’s Veterans”***

### **Supervising Registered Nurse**

**Permanent, Full-Time**

**\$7116- \$8651 Monthly**

**THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.**

**Final File: Until Filled**

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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**Supervising Registered Nurse  
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**Duties and Responsibilities:**

Under the Direction of the Supervising Nurse III

- Responsible 24/7 for the clinical operation of the assigned unit. Coordinates multidisciplinary/weekly team meetings to ensure quarterly review of all resident care plans. Make suggestions through appropriate channels for revising procedures and policies when indicated. Participate in all Nursing Quality Assurance subcommittees to improve quality of resident care and submit reports as requested on a timely basis. Attend all SRN meetings and transmit relevant information on a timely basis; utilize information obtained from staff. Participate in continuing education program to maintain and upgrade nursing knowledge and management skills.
- Work evening or night shift, as necessary, to identify problems; effect change as necessary. Regularly make rounds with physician and charge nurse to review treatment program. Act as coordinator and evaluator of patient care on assigned units to ensure 24-hour continuity of patient care; utilize patient care plan and multi-disciplinary staff meetings to ensure continuity of patient care. Serve as resource person for assigned clinical area. Identify and define recurring nursing problems and assist staff in solution of same. Serve as resource to personnel regarding knowledge of related Federal, State and VA requirements.
- Plan staffing patterns and assign staff to meet patient needs on a 24-hour, 7-day per week basis. Responsible for supervising and evaluating the performance of licensed personnel on units; ensure that appropriate shift lead evaluates and supervises subordinate staff, including use of counseling and corrective action necessary. Refer employees to Employee Assistance Program and other available resources as necessary.
- Audit charts regularly to ensure compliance with regulations and to measure quality of patient care. Submit results of audits to the Nursing Office; take necessary action to correct deficiencies. Responsible for assuring that staff maintain accurate and current written documentation of patient care including direct audits as necessary for record completeness and accuracy. Assist infection control nurse in monitoring and reporting.
- As necessary, ensure that health teaching/training is conducted for patients and families. Regularly monitor and review patient care plans to ensure that nursing personnel and other responsible disciplines are updating and utilizing patient care plans.
- Assist staff in identifying rehabilitative potential of individual patients and plan care to achieve and maintain optimum care.
- Collaborate with Nursing Education Department to develop and present in-service education programs for all staff; encourage staff participation. Assist instructors from various colleges in clinical placement of students on units. Responsible for ensuring orientation of new personnel. Ensure that safety precautions and regulations for patients and staff are observed at all times. Educate staff in optimum standards of patient care; monitor for compliance.
- Ensure adequate provision and availability of equipment and supplies necessary for maintaining the unit. Ensure that equipments are functioning properly and are stored appropriately.

**How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 11500 Nimitz Ave D413, Attn: G Steward** All State applications must be postmarked no later than the final filing date.

**Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Gwen Steward, Human Resources Office, at (424) 832-8221. TDD: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.